2009 Record Code Table Information Sheet for Withholding Request for Change Coupons

Withholding Request for Change Scanline and Design Clarifications for Software Developers (To be used in conjunction with the *Scanline Spec Sheet*.)

The approximate size of a Withholding Request for Change Coupon is not to exceed 8 ½" x 3 ¾".

Request for Change coupons are to be personalized with the taxpayer's name, address and other variable information.

Variable information can be displayed in any readable font that fits within the space provided.

There is one scanline for each personalized coupon. It is 54 characters in length. The scanline must be in OCRA font. It must appear at the center of an invisible block on each form whose base is 2.4" from the bottom of the form and whose top is 2.9" inches from the bottom of the form. The scanline must begin .25" to .50" away from the left edge. Print quality of the scanline must be at a 99% rate.

All Withholding Request for Change Coupons must pass both a *Design Approval* process and a *Test Document* process.

For Design Approval, e-mail a PDF or mail a hardcopy of the coupon to the Delaware Division of Revenue.

This coupon does not need to be personalized.

For Test Document Approval, please mail only pre-cut hardcopies to the Division of Revenue.

One test document must be submitted for each tax period end date.

All test documents must be personalized with sample variable information.

All must include (somewhere on the coupon) the name of the software company for identification purposes.

Mail to: Angela Moffett Delaware Division of Revenue 820 N. French Street Wilmington, DE 19801 (302) 577-8522

Scanline Information for Withholding Request for Change Coupons (Form WREQ):

Form Info:	Form Label	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date
All Withholding forms use the Request for Change form (WREQ) below.	WREQ	0089	99	09	Last Day of Tax Year

Sample Design of Withholding Request for Change Coupon:

DELAWARE DIVISION OF REVENUE REQUEST FOR CHANGE
PO BOX 8750 New Booklets Will Be Issued
WILMINGTON, DE 19899-8750 for Account Number & Tax Year Ending Changes Only

WREQ

00899909111111111100112	23109000000000000	00000000	0000000C		Invisible Scanline A		
ACCOUNT NUMBER 1-111111111-001	ACCOUNT NUMBER CHA	ANGE	EFFECTIVE DATE				
BUSINESS MAILING ADDRESS	CORRECT BUSINESS LOCATION ADDRESS NAME						
ABC Cleaners 121 Main Street Dover, DE 19901		ADDRESS		STATE	ZIP CODE		
		CORRECT NAME	CORRECT MAILING ADDRESS IF DIFFERENT FROM ABOVE NAME				
		ADDRESS					
AUTHORIZED SIGNATURE	DATE	CITY		STATE	ZIP CODE		